



**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF FINANCE
PUBLIC PROCUREMENT APPEALS AUTHORITY**



Services Provided by PPAA

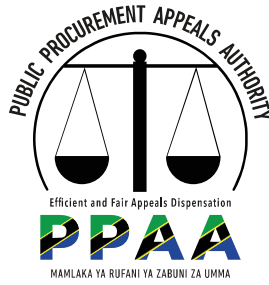
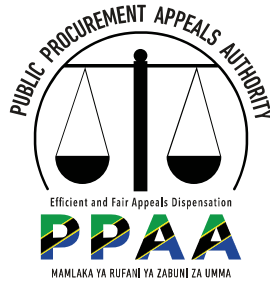


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INTRODUCTION TO THE APPEALS AUTHORITY

The Appeals Authority is an independent body established under Section 112 of the Public Procurement Act No. 10 of 2023. Its mandate is to provide impartial and timely resolution of disputes arising from public procurement processes. The Authority is dedicated to upholding the principles of fairness, transparency, and accountability in all procurement activities.

CORE FUNCTIONS

The Appeals Authority plays a vital role in:

- ✓ Receiving, hearing, and determining complaints or disputes against procuring entities where a procurement or disposal contract has already entered into force.
- ✓ Receiving, hearing, and determining appeals arising from administrative decisions made by the Accounting Officer during the procurement process.
- ✓ Receiving, hearing, and determining appeals related to the debarment of tenderers from participating in public procurement processes by the Public Procurement Regulatory Authority (PPRA).

OUR SERVICES

The Appeals Authority provides the following services. For each service, the following details are provided:

- ✓ Issuing decisions on appeals arising from the public procurement process.
- ✓ Issuing decisions on appeals arising from debarment from participation in public procurement processes.
- ✓ Issuing decisions on complaints resulting from the failure of the Accounting Officer to issue a decision within the stipulated time.
- ✓ Issuing decisions on complaints lodged after a procurement contract has already entered into force.
- ✓ Issuing decisions on applications for extension of time to submit an appeal out of time.
- ✓ Issuing decisions on applications for execution of a decree.
- ✓ Issuing decisions on applications to set aside an ex parte decision.
- ✓ Issuing decisions on the application for restoration of the appeal

DECISION ON APPEALS AGAINST ACCOUNTING OFFICER'S DECISION

Description:

This service aims to issue a decision on an appeal submitted by a tenderer who is dissatisfied with the decision of the Accounting Officer.

Who can apply?

A bidder who:

- ✓ Submitted a complaint to the Accounting Officer.
- ✓ Is dissatisfied with the Accounting Officer's decision on that complaint.

Required Documents

- ✓ Appeal form No.1
- ✓ Copy of Accounting Officer's decision
- ✓ Supporting documents

Submission Timeline:

The appeal must be submitted within **5 working days** from the date of receiving the Accounting Officer's decision.

Service fee:	Service timeline:	How to Apply:
TZS 500,000/=	40 days	<ul style="list-style-type: none"> ➤ Electronic System (NeST – CAMM) ➤ PPAA Offices, Dodoma ➤ Official Email

PROCESS:



Applicant's Obligations:



- ✓ Fully complete PPAA Form No. 1 via the NeST system.
- ✓ Attach all required supporting documents.
- ✓ Pay the prescribed service fee.



Right to Judicial Review:

Any party dissatisfied with the PPAA's decision may apply for judicial review at the High Court of Tanzania on points of law.

FOR MORE INFORMATION / INQUIRIES

 Public Procurement Appeals Authority (PPAA),
5 Mkandarasi Place, 58 Lusinde Street,
 P.O.Box 1385, Dodoma, Tanzania,

 +255 743 505 505
 barua@ppaa.go.tz
 www.ppaa.go.tz

DECISION ON APPEALS ARISING FROM DEBARMENT

Description:

This service aims to issue a decision on an appeal submitted by a tenderer who is dissatisfied with the debarment decision to participate in public procurement processes made by the PPRA.

Who can apply?

A bidder who has been debarred by PPRA and is dissatisfied with that decision.

Required Documents

- ✓ Appeal form No.1
- ✓ Debarment notice
- ✓ Debarment decision
- ✓ Written defense submitted to PPRA (if any)

Submission Timeline:

The tenderer must submit the appeal within twenty-one (21) days.

Service fee:	Service timeline:	How to Apply:
TZS 500,000/=	40 days	<ul style="list-style-type: none"> ➤ Electronic System (NeST – CAMM) ➤ PPAA Offices, Dodoma ➤ Official Email

PROCESS:



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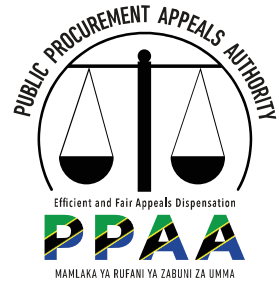
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DECISION ON COMPLAINTS DUE TO FAILURE OF THE ACCOUNTING OFFICER TO ISSUE A DECISION



Description:

This service aims to issue a decision on complaints arising from failure of the Accounting Officer to issue a decision within the stipulated time.

Who can apply?

A bidder who submitted a complaint to the Accounting Officer but did not receive a decision within the stipulated **5 working days**.

Required Documents

- ✓ Complaint form No.1
- ✓ Complaint Submitted to the Accounting Officer

Submission Timeline:

The tenderer must submit their complaint within five (5) working days from the date Account Officer ought to have issued a decision.

Service fee:	Service timeline:	How to Apply:
TZS 500,000/=	40 days	<ul style="list-style-type: none"> ➤ Electronic System (NeST – CAMM) ➤ PPAA Offices, Dodoma ➤ Official Email

PROCESS:



Applicant's Obligations:

- ✓ Fully complete PPAA Form No. 1 via the NeST system.
- ✓ Attach all required supporting documents.
- ✓ Pay the prescribed service fee.



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DECISION ON COMPLAINTS AFTER CONTRACT ENTERED INTO FORCE

Description:

This service aims to provide a decision on complaints submitted by a tenderer where the procurement contract has already entered into force.

Who can apply?

A bidder who participated in the relevant procurement process, did not receive a Notice of Intention to Award, and became aware that the contract has commenced execution.

Required Documents

- ✓ Complaint form No.1
- ✓ Supporting the complaint

Submission Timeline:

The tenderer must submit their complaint within five (5) working days from the date they became aware of the contract execution.

Service fee:	Service timeline:	How to Apply:
TZS 500,000/=	40 days	<ul style="list-style-type: none"> ➤ Electronic System (NeST – CAMM) ➤ PPAA Offices, Dodoma ➤ Official Email

PROCESS:



Applicant's Obligations:



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- ✓ Attach all required supporting documents.
- ✓ Pay the prescribed service fee.



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DECISION ON APPLICATIONS FOR EXTENSION OF TIME

Description:

This service aims to issue a decision on applications for extension of time to submit an appeal out of time, in cases where the tenderer failed to submit their appeal within stipulated time

Who can apply?

A bidder who:

- ✓ Submitted a complaint to the Accounting Officer.
- ✓ Failed to submit an appeal to PPAA within the statutory deadline.
- ✓ Have reasonable grounds (prima facie) for the delay.

Required Documents

- ✓ PPA Form No. 2 (Duly completed)
- ✓ Complaint to the Accounting Officer
- ✓ PPA Form No. 2 (Duly completed)
- ✓ Complaint to the Accounting Officer

Submission Timeline:

The tenderer must submit their application within **five (5) working days**.

Service fee:	Service timeline:	How to Apply:
1,000,000/=	40 days	<ul style="list-style-type: none"> ➤ Electronic System (NeST – CMM) ➤ PPAA Offices, Dodoma ➤ Official Email

PROCESS:



Applicant's Obligations:



- ✓ Fully complete PPAA Form No. 1 via the NeST system.
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- ✓ Pay the prescribed service fee.



Right to Judicial Review:

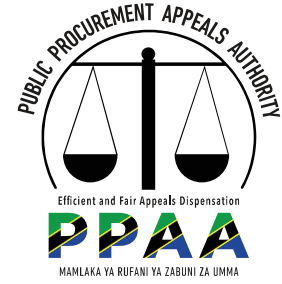
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DECISION ON THE APPLICATION FOR EXECUTION OF THE DECREE



Description:

This service aims to provide a decision on applications for execution of the decree submitted by the tenderer/procuring entity due to non-compliance with a decision issued by the Appeals Authority.

Who can apply?

A Bidder or a Procuring Entity who obtained a decision in their favor from PPAA, but the other party has implemented partial or failed to implement.

Required Documents

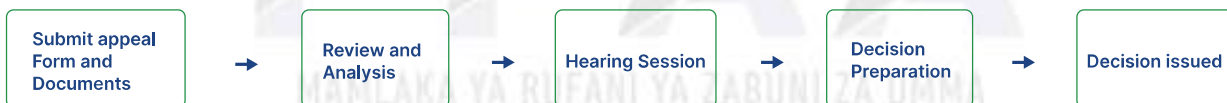
- ✓ Application form 11
- ✓ Copy of the decree/order
- ✓ Proof of non-compliance

Submission Timeline:

The tenderer/procuring entity must submit their application after **fourteen (14) days** from the date of the decision.

Service fee:	Service timeline:	How to Apply:
500,000/=	40 days	<ul style="list-style-type: none"> ➤ Electronic System (NeST – CAMM) ➤ PPAA Offices, Dodoma ➤ Official Email

PROCESS:



Applicant's Obligations:

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- ✓ Attach all required supporting documents.
- ✓ Pay the prescribed service fee.



Right to Judicial Review:

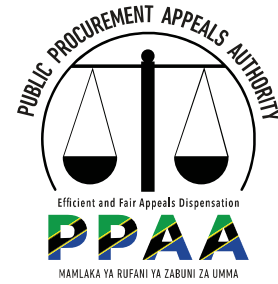
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DECISION ON THE APPLICATION TO SET ASIDE AN EX PARTE DECISION



Description:

This service aims to provide a decision on an application submitted by the procuring entity to set aside a decision that was heard ex parte.

Who can apply?

A Procuring Entity that was the subject of an appeal and failed to submit a response or attend the hearing, resulting in an ex parte decision by PPAA.

Required Documents

- ✓ Application form No.8
- ✓ Copy of the ex parte decision
- ✓ Supporting Evidence showing reasonable grounds for the failure to respond/attend

Submission Timeline:

The procuring entity must submit its application within **five (5) days** from the date the decision was issued.

Service fee:	Service timeline:	How to Apply:
1,500,000/=	40 days	<ul style="list-style-type: none"> ➤ Electronic System (NeST – CAMM) ➤ PPAA Offices, Dodoma ➤ Official Email

PROCESS:



Applicant's Obligations:

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- ✓ Attach all required supporting documents.
- ✓ Pay the prescribed service fee.

Right to Judicial Review:

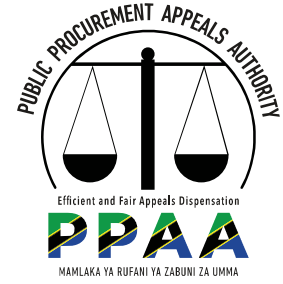
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DECISION ON THE APPLICATION FOR RESTORATION OF THE APPEAL



Description:

This service aims to provide a decision on an application for restoration of appeal that was dismissed due to failure to appear at the hearing.

Who can apply?

A bidder who filed an appeal, but the appeal was dismissed due to their failure to attend the hearing, and who has reasonable grounds for their non-attendance.

Required Documents

- ✓ Application form No.9
- ✓ Supporting Document
- ✓ Order of dismissal

Submission Timeline:

The tenderer must submit their application within five (5) days from the date the decision to dismiss the case was issued.

Service fee:	Service timeline:	How to Apply:
1,500,000/=	40 days	<ul style="list-style-type: none"> ➤ Electronic System (NeST – CAMM) ➤ PPAA Offices, Dodoma ➤ Official Email

PROCESS:



Applicant's Obligations:

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- ✓ Attach all required supporting documents.
- ✓ Pay the prescribed service fee.

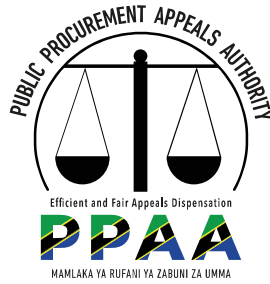
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THE IMPORTANT NOTE

Observe the time limit for submitting Complaints, Appeals or Application to the Appeal Authority. This Appeals Authority does not handle complaints arising from the execution of the contract.



CALL TO ACTION

For more information or to file an appeal, please visit our website or contact us directly. We are here to serve you and ensure a fair, accountable, and transparent public procurement process.

SUMMARY

This brochure provides an overview of the Appeals Authority, its functions, and services it offers under the Public Procurement Act No. 10 of 2023. We are committed to ensuring fairness, transparency, and accountability in public procurement dispute resolution. Contact us for more information and guidance.

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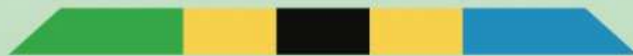
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Efficient and Fair Appeals Dispensation



MAMLAKA YA RUFANI YA ZABUNI ZA UMMA



**Mkandarasi Place, Fourth floor, Lusinde Street,
P.O.Box 1385, 41104 Dodoma, Call : +255 (0) 743 505 505,
Emai: barua@ppaa.go.tz i es@ppaa.go.tz
Website : www.ppaa.go.tz**

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